

## Instructions for Downloadable Hazardous Materials Forms

**Read these instructions carefully before you begin.**

Many of the forms contain specific instructions. Please read and follow the form-specific instructions before attempting to complete any forms.

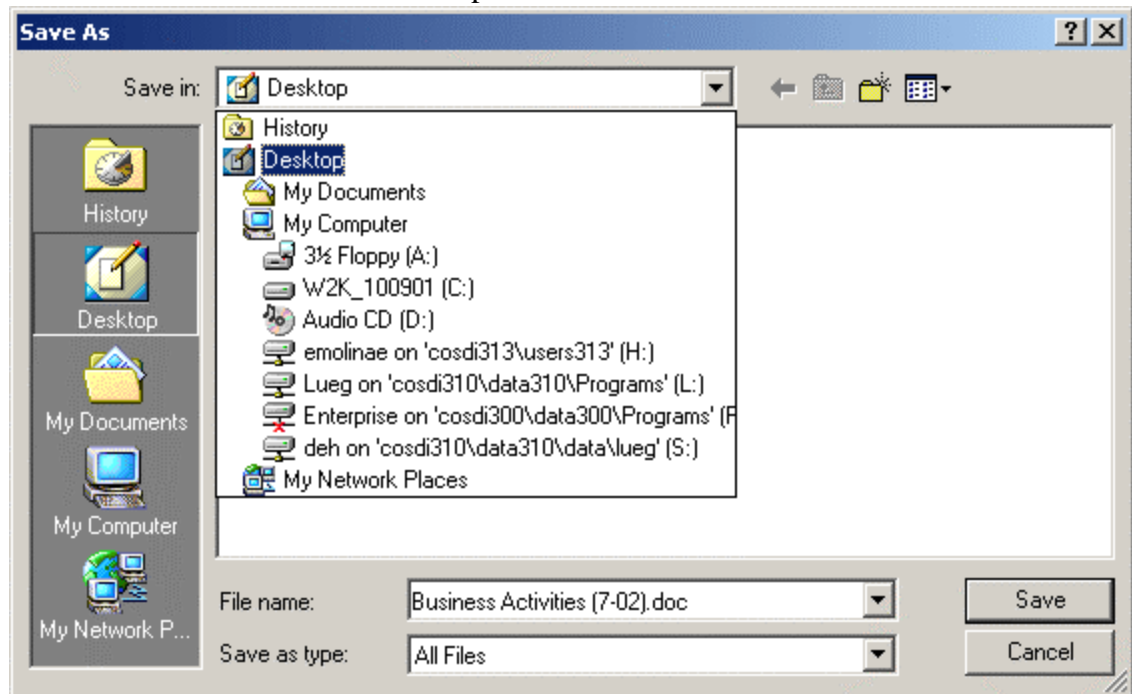
This Word Interactive format allows you to type information directly into the HMD forms. You may then print the forms and submit them to the HMD.

**Note:** There is currently no option to submit the forms online.

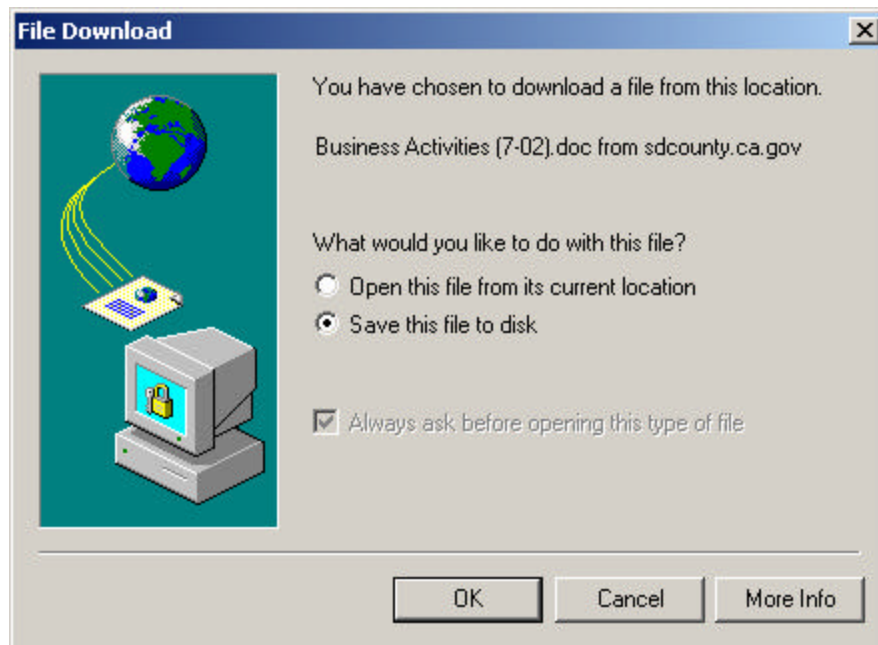
You must have Microsoft Word 97 or later to open these forms. If you do not have Word 97 or later, please print our forms available in PDF format.

### **Download Instructions:**

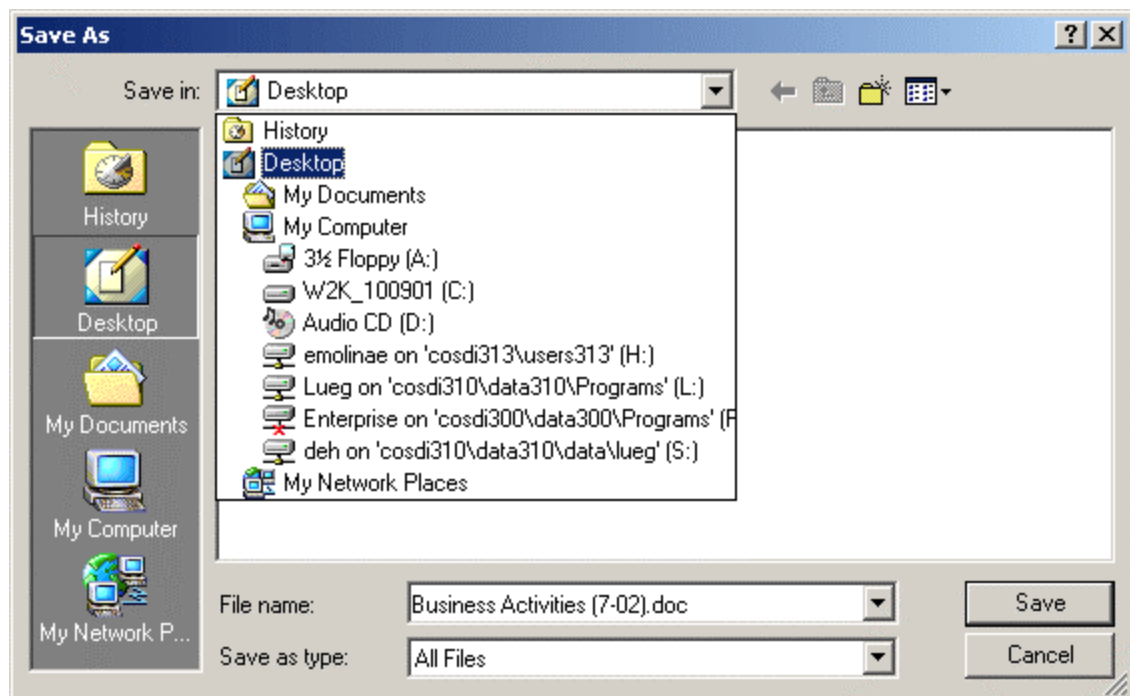
- 1) Click on the link for the form you wish to download.
- 2) If the document opens automatically:
  - Click “File,” then “Save As...”
  - Save the document to the desktop.



- 3) If the document does not open automatically, and you see a dialog box:
  - Click “Save this file to disk:”



—Save the document to the desktop:



### Form Instructions:

- 1) Open the form from the desktop.
- 2) To fill out the form, click on the form fields and type in the information.



SAN DIEGO COUNTY  
DEPARTMENT OF ENVIRONMENTAL HEALTH - CUPA  
HAZARDOUS MATERIALS DIVISION  
P.O. BOX 129261, SAN DIEGO, CA 92112-9261  
(619) 338-2222 FAX (619) 338-2377  
1-800-253-9933

## BUSINESS OWNER/OPERATOR IDENTIFICATION

I. IDENTIFICATION																	
FACILITY ID#	3	7		0	0	0									BEGINNING DATE	100	E
BUSINESS NAME (Same as FACILITY NAME or DBA - Doing Business As)															3	BUSINESS PHONE	
BUSINESS SITE ADDRESS																	
CITY																	
<--- Click on the form field to select it															104	CA	ZIP CODE
DUN & BRADSTREET															104	SIC CODE (4 digit #)	
COUNTY																	

BUSINESS SITE ADDRESS																	
CITY																	
San Diego <--- Type the information into the field															104		
DUN & BRADSTREET																	

- 4) To move to the next field, you may either click on it or press the TAB key.
- 5) To check or uncheck a check box (which is also a form field), click on it.
- 6) Most fields have length or other restrictions. For instance, the Business Name field cannot contain more than 40 characters, and the various phone number fields will not accept letters or other characters that are invalid for a phone number. If you have valid information that will not fit (such as a Business Name more than 40 characters long), abbreviate it so that it will fit.  
**Note: You cannot alter the document in any way outside of the form fields.**
- 7) There is currently no way to enter the Hazardous Materials Business Plan site map into the document. Print the blank page and create the site map separately. There is also no way to enter a signature. Forms that require a signature must be signed after printing them.
- 8) To save the document, click File, Save As... For some forms, such as the Chemical Inventory form, you may wish to save multiple copies of the form with different information. To do so, click File, Save As... for each copy of the form, and save it under a different filename (e.g. Chemical Inventory 1.doc for the ethylene glycol page, Chemical Inventory 2.doc for sodium hypochlorite, or whatever pages you have).

9) To print the entire document, including any and all instruction pages, click, File, Print, then click OK in the Print dialog box. If you wish to save paper by not printing the entire document (i.e. by not printing the instruction pages), you may select pages by clicking File, Print, entering the page numbers of the pages you wish to print under "Pages," then clicking OK. The page numbers may be found at the bottom of each page.

**Print and sign a copy and send to the HMD. We recommend that even if you keep copies of your forms readily available by computer, you maintain complete paper copy of your Hazardous Materials Business Plan and other CUPA documents onsite.**